

La Ronge Minor Hockey Association

(Last amended: Annual General Meeting – 2017)

Constitution

- Article 1 This organization shall be called the La Ronge Minor Hockey Association, hereafter known as L.R.M.H.A.
- Article 2 This association shall be the governing body of Minor Hockey in the community of La Ronge and shall govern within the framework of the Saskatchewan Hockey Association hereafter know as S.H.A.
- Article 3 The role of this association shall be:
- a) To administer the operation of Minor Hockey in the community of La Ronge.
 - b) To foster and promote Minor Hockey within the community of La Ronge and to assist in the promotion of Minor Hockey within the Province of Saskatchewan.
 - c) To promote, supervise and administer all competitions for Minor Hockey within the jurisdiction of the L.R.M.H.A.
 - d) The fiscal year of the L.R.M.H.A. shall be June 1 to May 31 of each calendar year.

Bylaws

- 1.0 MEMBERSHIP
- 1.1 Membership in this association shall be available to any individual upon compliance with the constitution bylaws and regulations of the L.R.M.H.A. and the S.H.A.
- 2.0 GOVERNING BODY
- 2.1 The governing body shall comprise of an executive body consisting of the following:
1. President
 2. Vice-President
 3. Secretary
 4. Treasurer
 5. Equipment Manager
 6. Officials Coordinator
 7. Fundraising Coordinator
 8. Ice & Facilities Coordinator
 9. Publicity Coordinator
 10. Registrar
 11. Past-President
- 2.2 All Executive members shall be elected members of the Association, with the exception of the Past-President which shall be an appointed position. These persons shall be elected to their respected positions at the annual general meeting at which general elections shall be held. The appointment of a Past-President shall occur at the annual

general meeting. The Past-President position shall be a non-voting, advisory position with a minimum two year commitment as a phase-in process of a new President to the LRMH board. After the minimum two year term, if the Past-President position is still available, the current Past-President may stay on.

- 2.3 Other personnel may be appointed from time to time at the discretion of the Executive and may at Executive's discretion serve on the Executive – examples: resignation of any Executive member; transfer of an Executive member; not able to fill post at general elections or any other reason considered void by at least 51% of the remaining Executive Members.

3.0

DUTIES

3.1 The Executive Body

1. The Executive body shall function as the chief executive committee of the L.R.M.H.A under the terms of reference herein described.

3.2 The Executive

1. The President

- a) Shall be the executive head and guide all policies.
- b) Shall be the leader in investigating legislation pertaining to the benefit of the community.
- c) Shall foster and promote public relations in the community.
- d) Shall chair all meetings.
- e) Shall have signing authority.

2. The Vice President

- a) Shall make him/herself familiar with all phases and policies of the Association so that in the absence of the President he/she may assume the duties of the President.
- b) Shall have signing authority.
- c) Shall maintain an up to date list of all coaches, trainers and managers.

3. Secretary

- a) Shall maintain minutes of all meetings.
- b) Shall have signing authority.
- c) Shall handle correspondence for L.R.M.H.A. as well as correspondence concerning Executive level matters.

4. Treasurer

- a) Shall use accepted accounting practices and methods.
- b) Shall be responsible for all money transactions in the name and with the approval of the L.R.M.H.A. Executive committee.
- c) Shall have signing authority.
- d) Shall handle correspondence concerning money matters for the L.R.M.H.A.
- e) Shall prepare financial statements for meetings or when deemed necessary by the Executive.
- f) Shall provide the Executive with a financial statement one week prior to the AGM.

5. Equipment Manager
 - a) Shall issue and provide for the repair of all equipment and/or uniforms.
 - b) Shall be the sole purchasing agent for playing equipment and coordinate the purchase and/or procurement of uniforms and equipment.
 - c) Shall establish a control over purchasing for the L.R.M.H.A. through a controlled system.
 - d) Shall be responsible that all playing equipment and uniforms are returned, maintained, stored properly and accounted for during and particularly at the end of the playing season.
6. Officials Coordinator
 - a) Shall preferably be an S.H.A. approved referee
 - b) Shall coordinate with team managers the services of officials at all levels for all games and/or functions.
 - c) Shall ensure that all officials mentioned in (b) above have sufficient qualifications to cover the requirements of the L.R.M.H.A. and the S.H.A.
 - d) Shall develop and organize forums, meetings, and schooling to upgrade qualifications of officials at all levels.
 - e) Shall handle all matters related to suspensions and grievances in regards to officiating.
 - f) Shall develop/coordinate a mentorship program for junior officials, utilizing local resources, whenever possible.
7. Fundraising Coordinator
 - a) Shall take the lead role on fundraising events/activities within L.R.M.H.A.
 - b) Shall apply for licensing associated with fundraising events/activities.
 - c) Shall pursue any grants, bursaries, etc. that pertain to the goals of L.R.M.H.A.
8. Ice and Facilities Coordinator
 - a) Shall be solely responsible for coordinating and allocating use of facilities, practices, game times, tournament times, etc... for all divisions of the L.R.M.H.A.
 - b) Shall present an ice time budget to the Executive Committee at the beginning of the year.
 - c) Shall strive to distribute ice times equally as possible amongst all L.R.M.H.A divisions.
 - d) Shall confirm any ice time cancellations with the Town of La Ronge, Recreation Department.
9. Publicity Coordinator
 - a) Shall be responsible for publicity of schedules, results, meetings, tournaments to the media.
 - b) Shall publicize, editorialize and in general promote the objectives and happenings of L.R.M.H.A.
 - c) Shall assist fully the Fundraising Coordinator in the pursuit of his/her cause using publicity and/promotion as requested.
 - d) Handle correspondence that does not pertain to Executive level for publicity, promotion and other connected to the fundraising undertakings.

- e) Shall maintain the LRMH website.
- f) Shall keep a current database of all registrations and enter all participant information on LRMH website.

10. Registrar

- a) Shall handle all matters related to registrations and withdrawals within L.R.M.H.A., in coordination with the Treasurer when refunds may apply.
- b) Shall assist the Publicity Coordinator to keep a current database of all registrations and enter all participant information on LRMH website.
- c) Shall register all L.R.M.H.A. players with SHA and Hockey Canada.
- d) Shall provide a list of all registrants to each team representative, as well as an updated player list, as required.
- e) Shall take the lead role in registration night at the start of each hockey season.

4.0 SIGNING OFFICERS

4.1 The authorized signing officers on behalf of the L.R.M.H.A. shall be the President, Vice President, Treasurer and Secretary.

4.2 There shall be two signatures on all cheques (2 of those noted in 4.1)

5.0 MEETINGS

5.1 The L.R.M.H.A. shall hold at least one general meeting per year.

- 1. Voting members shall be legal parents/guardians of registered members of L.R.M.H.A and/or registered officials of L.R.M.H.A. and not be indebted financially to L.R.M.H.A.

5.2 All other meetings other than the annual meeting shall held on dates called by the Executive Committee or the President.

- 1. The President shall arrange the time and place of these meetings.
- 2. The President shall coordinate with the Secretary to include, on the agenda, a full report of all activities by committees or otherwise.
- 3. At least 51% of the Executive shall be required to constitute a quorum at any executive meeting.
- 4. The annual general election of officers shall occur in the month of April or May.
- 5. The annual election of the Executive Committee members shall be an open vote style with at least 51% of voters necessitated on the affirmative side. The voting shall take place in the same sequence as listed in 2.1 re: Governing Body. If more than one person vie for the same position the person with the most votes shall win – in the case of a tie a new vote shall be taken.

5.3 As attendance at L.R.M.H.A. board meetings in necessary for progress and forward movement within L.R.M.H.A., each board member shall not have more than three absences from meetings, annually, in order to maintain their respective position on the board.

6.0 AMENDMENTS

- 6.1 Motions to amend or alter the constitutions, by-laws and regulations can only be approved at the annual general meeting.
- 6.2 The notice of motion regarding amendments will be entertained from any L.R.M.H.A. member or affiliate member in attendance at an annual general meeting or in written form by such a person(s) not in attendance if received by the Executive prior to the commencement of this meeting.

7.0 REGULATIONS

Items under Part 7.0 Regulations can be voted, amended and/or implemented by a vote of at least 51% membership at any meeting of the Executive and/or general meeting.

7.1 ROSTER AND REGISTRATION

1. Prior to becoming a member of a L.R.M.H.A. team, each player must have completed a L.R.M.H.A. Registration Form, signed by a parent/guardian and have paid the required registration fees set for that current season. All outstanding fees from any previous seasons must also be paid at the time of registration.
2. Executive is responsible for contacting those members who are in arrears.
3. Players shall play only for the team to which they are assigned in the appropriate division. This does not restrict a player from playing with a higher category team subject to S.H.A. and league rulings. Any such transfers are subject to prior unanimous approval and must have consent of the parents of the player concerned, the player and the coaches of both teams. If disputed then the Executive Committee is empowered to make the final decision. If the player is allowed to move up, then the player must be registered in the higher division with the S.H.A. and the L.R.M.H.A. as well as the league concerned.

Players not registered with L.R.M.H.A shall not participate in L.R.M.H.A. activities without prior approval of the L.R.M.H.A. Executive.

4. Team rosters should include a minimum of 11 players or as determined by the regulations of the participant league and shall not contravene the S.H.A. rules.
5. Coaches must be S.H.A. certified.
6. Coaches, Assistant Coaches and Team Managers are responsible to L.R.M.H.A. as follows:
 - a) For ensuring that dressing rooms are left clean and orderly following each use (home and away).
 - b) For all equipment issued, inclusive of uniforms, goalie equipment and the cleaning and maintenance of said uniforms and equipment as well as the lock up and security of same.
7. The coaches and assistant coaches are responsible for the discipline of their players on the ice, during games and practices and in the dressing rooms. The discipline of the players while off the ice shall be the responsibility of the parents and/or guardians/chaperones in all other situations.

8. Misconduct of any player, on or off the ice, in town or out of town, will not be condoned by L.R.M.H.A. and the player could be suspended by the L.R.M.H.A. The length of the suspension shall be at the discretion of the Executive.
9. There shall be no profanity by coaches or players while under the auspices of the L.R.M.H.A.
10. There shall be no use of incitement to use alcohol and/or drugs by coaches, assistant coaches and/or managers or players while under the auspices of L.R.M.H.A.
11. Coaches, Assistant Coaches and Managers are a strong influence on the lives of their players and should conduct themselves accordingly. Failure to do so may result in disciplinary action so deemed by the Executive Committee of the L.R.M.H.A.
12. Intentional abuse of equipment, premises and/or contents will not be tolerated.
13. Coaches and Assistant Coaches are responsible to ensure that their players are properly attired with the required uniforms and protective equipment. Game sweaters are to worn for games only.
14. Team Management using borrowed vehicles are responsible for the conduct of players in the vehicles, this includes cleanliness as well as careful treatment of any equipment.

7.2 FUNDING

1. No member of L.R.M.H.A. will be permitted to go on their own for money raising purposes for individual teams or any other purpose without prior approval by the Executive Committee.

7.3 MISCELLANEOUS

1. The L.R.M.H.A. does not assume responsibility and/or liability for any player who transports himself or transports other registrants of the Association while participating under the auspices of the L.R.M.H.A.
2. The L.R.M.H.A. will supply equipment for players as follows – pads, chest protector, gloves (blocker and catcher) for all goalies. Goalie sticks will be provided for IP and Novice Levels only. Sweaters (to be worn for games only) will be supplied to all players.
3. L.R.M.H.A. hockey equipment will be used ONLY by players registered with L.R.M.H.A. and only for L.R.M.H.A. sanctioned activities.
4. Executive body may make regulations as deemed necessary for the benefit of L.R.M.H.A.